



**SAVITRIBAI PHULE PUNE UNIVERSITY
DEPARTMENT OF PHYSICS**

To,
**The Head
Department of Physics
Savitribai Phule Pune University ,Pune – 411007**

Sir,
I am enclosing herewith bills / cash memo for expenditure incurred.
Kindly:

- (A) Reimburse the amount to me.
(B) Draw cheque in favor of the party.
(C) Adjust the amount against the advance of
Rs _____ Date: _____
Standing against me.

Thanking you,

Yours faithfully,

(Claimant Name _____)

**Head,
Department of physics.**

Details of Bills

Sr.No.	Date	Particulars	Budget Head	Rs.	Ps
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
			TOTAL RS.		